HOUSTON FIRE DEPARTMENT APPLICANT QUESTIONNAIRE





Revised June 13, 2018

This Questionnaire must be completed and submitted on the day of your Orientation

The policies governing the Houston Fire Department hiring process are meant to serve only as guidelines and are subject to change without notice. The needs and goals of the City of Houston Fire Department determine changes in policies. Therefore, all applicants are subject to these changes and must adhere to them. Submission of this Questionnaire is acknowledgment and acceptance of this policy.

Houston Fire Department

DATE:					
APPLICANT:					
(LAST)	(FIRST)	(MIDDLE)			
E-MAIL ADDRESS:					
ADDRESS:CITY:					
STATE:	ZIP CODE:				
PRIMARY PHONE:ALTERNATE PHONE:					
	FOR OFFICE USE ONLY				
INTERVIEWER SIGNATURE					
☐ PASS DATE					
☐ FAIL DATE					
REASON FOR FAILURE & COMMENTS					
legibly. Do not use lithrough the error are completely as possibly indicate this by the use YOU ARE ADVISED THE THIS QUESTIONNAIRE TO OR AFTER HIRE, W	arefully and answer fully. Use a black or any substance and write the correction above or next to the in the space provided. Please do not stage of "N/A". If dates are requested, give months of any false STATEMENT OR INFORMATION, NOT ANY FALSE STATEMENT OR INFORMATION, NOT INFORMATION, NOT INFORMATION, NOT INFORMATION, NOT INFORMATION, NOT INFORMATION AND/OR INDEFINITE SUSPENSION.	to "white out" errors. Draw one line he error. Answer all questions as ole. If a question does not apply, hand year. N INTENTIONALLY OMITTED IN WHETHER DISCOVERED PRIOR MEDIATE REJECTION OF YOUR			

Applicant Initials

RESIDENTIAL HISTORY

<u>Beginning with your present residence</u>, list all addresses where you have lived during the past five (5) years regardless of the length of time spent at residence. Do <u>not</u> list PO BOXES. If you were in the military service during this period, **DO NOT** list duty stations. If you had more than five (5) residences, please print page 3 as needed.

Current Address	
1. Landlord or name of Apartment Complex	_Apt # Zip Code
2. Landlord or name of Apartment Complex	_ Apt # Zip Code
3. Landlord or name of Apartment Complex	_ Apt # Zip Code
4. Landlord or name of Apartment Complex	Zip Code
5. Landlord or name of Apartment Complex Street Address City State From (month/year) / to (month/year) / Contact Phone #	_ Apt #

•	esent employer will be contacted during the Background Investigation. Would it
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COMPLETE EMPLOYMENT HISTORY

Beginning with your present or most recent job, list **ALL** employment you have **EVER** had regardless of the length of time employed. Include volunteer, part-time, temporary or seasonal employment, and/or **ANY** position you have filed an **IRS Form 1099**. If you were in the military service during this period, list only the service branch and dates of service (**not duty stations**) in proper sequence. **If you had more than ten (10) employers, please print page 5 and page 9 as needed.**

EMPLOYMENT (chronologic	al order starting with present employer)
/ to Present	
Dates of Employment (Month/Year)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/ to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)
/to/	
Dates of Employment (Month/Year or write Present)	Name of Company (or Military Service Branch)

	Present	Employer			
Name of Company (or Military Service Branch)				P	hone Number
Job Title			Su	pervisor	
Street Address		City		State	Zip
/ to Present					
Dates of Employment (Month/Year)					
Type of Job	☐ Full Time		□ Par	rt Time	
Was this job temporary?	□ No		□ Yes	5	
Was this job seasonal?	□ No		□ Yes	5	
Were you fired/terminated/asked to resign?	□ No		□ Yes	(complete a st	atement – Page 21)
Do you believe you are eligible for rehire?	□ No (complete	a statement – Page 21)	□ Yes	3	
Did you ever receive disciplinary action?	□ No		□ Yes	s (complete a st	atement – Page 21)
Name of Company (or Mi	litary Service B	ranch)		P	hone Number
Job Title			Su	pervisor	
Street Address		City		State	Zip
/ to /		-			-
Dates of Employment (Month/Year or write Pr	resent)		Reason	(s) for Leavin	ng .
Type of Job	☐ Full Time		□ Part Time		
Was this job temporary?	□ No		□ Yes		
Was this job seasonal?	□ No		□ Yes		
Were you fired/terminated/asked to resign?	□ No		☐ Yes (complete a statement – Page 21)		
Do you believe you are eligible for rehire?	□ No (complete	a statement – Page 21)	□ Yes	5	
Did you ever receive disciplinary action?	□ No		☐ Yes (complete a statement – Page 21)		atement – Page 21)
If there is an employment gap greater than 3 months, please explain:					

Name of Company (or Mil	itary Service B	ranch)		Pl	none Number
Job Title		Supervisor			
562 1.03					
Street Address		City State		Zip	
/ to /		-			-
Dates of Employment (Month/Year or write Present)		F	Reason(s) for Leavin	g
Type of Job	☐ Full Time		□ Par	t Time	
Was this job temporary?	□ No		□ Yes		
Was this job seasonal?	□ No		□ Yes		
Were you fired/terminated/asked to resign?	□ No		□ Yes	(complete a sta	atement – Page 21)
Do you believe you are eligible for rehire?	□ No (complete	a statement – Page 21)	□ Yes		
Did you ever receive disciplinary action?	□ No		□ Yes	(complete a sta	atement – Page 21)
Name of Company (or Mil	itary Service B	ranch)		PI	none Number
Job Title			Su	pervisor	
Street Address		City		State	Zip
/to/	_				
Dates of Employment (Month/Year or write Pr	esent)	F	Reason(s) for Leavin	g
Type of Job	☐ Full Time		□ Par	t Time	
Was this job temporary?	□ No		□ Yes		
Was this job seasonal?	□ No		□ Yes		
Were you fired/terminated/asked to resign?	□ No		☐ Yes (complete a statement – Page 21)		atement – Page 21)
Do you believe you are eligible for rehire?	□ No (complete	a statement – Page 21)	□ Yes		
Did you ever receive disciplinary action?	□ No		□ Yes	(complete a sta	atement – Page 21)
If there is an employment gap greater than 3 months, please explain:					

Name of Company (or Mil	itary Service B	ranch)		Pl	none Number
Job Title		Supervisor			
562 1.03					
Street Address		City	City State		Zip
/ to /					
Dates of Employment (Month/Year or write Present)		F	Reason(s) for Leavin	g
Type of Job	☐ Full Time		□ Par	t Time	
Was this job temporary?	□ No		□ Yes	;	
Was this job seasonal?	□ No		□ Yes	}	
Were you fired/terminated/asked to resign?	□ No		□ Yes	(complete a st	atement – Page 21)
Do you believe you are eligible for rehire?	□ No (complete	e a statement – Page 21)	□ Yes	;	
Did you ever receive disciplinary action?	□ No		□ Yes	(complete a sta	atement – Page 21)
Name of Company (or Mil	itary Service B	ranch)		PI	none Number
Job Title			Su	pervisor	
Street Address		City		State	Zip
/to/	_				
Dates of Employment (Month/Year or write Pr	esent)	F	Reason(s) for Leavin	g
Type of Job	☐ Full Time		□ Par	t Time	
Was this job temporary?	□ No		□ Yes	}	
Was this job seasonal?	□ No		□ Yes	}	
Were you fired/terminated/asked to resign?	□ No		☐ Yes (complete a statement – Page 21)		atement – Page 21)
Do you believe you are eligible for rehire?	□ No (complete	e a statement – Page 21))	□ Yes		
Did you ever receive disciplinary action?	□ No		□ Yes	(complete a sta	atement – Page 21)
If there is an employment gap greater than 3 months, please explain:					

EMPLOYMENT HISTORY (If extra sheets are needed, print this page)

	,				
Name of Company (or Mil	litary Service B	ranch)		Pl	hone Number
Job Title			Sui	pervisor	
002 11110					
Street Address		City		State	Zip
/ to /		,			· .
Dates of Employment (Month/Year or write Present)		Reason(s) for Leaving			σ
Type of Job	□ Full Time		_	t Time	5
Was this job temporary?	□ No		□ Yes		
Was this job seasonal?	□ No		□ Yes		
Were you fired/terminated/asked to resign?	□ No		□ Yes	(complete a sta	atement – Page 21)
Do you believe you are eligible for rehire?	□ No (complete	a statement – Page 21)	□ Yes		
Did you ever receive disciplinary action?	□ No		□ Yes	(complete a st	atement – Page 21)
Name of Company (or Mil	litary Service B	ranch)		Pl	hone Number
Job Title			Suj	pervisor	
Street Address		City		State	Zip
/ to/	_				
Dates of Employment (Month/Year or write Pr	resent)	, i	Reason(s) for Leavin	g
Type of Job	☐ Full Time		□ Par	t Time	
Was this job temporary?	□ No		□ Yes		
Was this job seasonal?	□ No	□ Yes			
Were you fired/terminated/asked to resign?	□ No		□ Yes	(complete a sta	atement – Page 21)
Do you believe you are eligible for rehire?	□ No (complete	a statement – Page 21)	□ Yes		
Did you ever receive disciplinary action?	□ No		□ Yes	(complete a sta	atement – Page 21)
If there is an employment gap greater than 3 months, please explain:					

EDUCATION

Have your ever attended college? NO Yes	
College credits must be fully transferable. List all accredited universities, colleges and trace (excluding high school) you have attended regardless of the length of time attended. If you attendance at a school or college was interrupted, please list each period attended as a school. CLEP courses will not be accepted. If you had more than four (4) accredited universities and trade schools, please print page 10 as needed.	our eparate
1. School Name	
School Address	
Street City State Zip Compared Attended from	
Degree Completed: Associates Bachelors Doctorates Doctorates	
Transferrable College Credit Hours "C" or better (Enter #)	
2. School Name	
School Address	
Street City State Zip Compared Attended from	ode
Degree Completed: Associates Bachelors Doctorate Doctorate	
Transferrable College Credit Hours "C" or better (Enter #)	
3. School Name	
School Address	
Dates Attended from to to	ode
(Month/Year) (Month/Year) Phone Number	
Degree Completed: Associates Bachelors Masters Doctorate	
Transferrable College Credit Hours "C" or better (Enter #)	
4. School Name	
School AddressStreet City State Zip City	
Dates Attended from	
Degree Completed: Associates Bachelors Doctorate Doctorate	
Transferrable College Credit Hours "C" or better (Enter #)	
	1

MILITARY HISTORY

Have you ever served or enlisted in the military services?
No [(skip to the next page) Yes [If so, how many years of active service?
For the following, you must complete a separate statement for each admission (see page 21)
1. Did you ever receive any disciplinary action while in the service including Court Martial, Deck Court, Summary Court, General Court, Special Court or Non-Judicial Punishment, Article 15, Office Hours, Captain's Mast, etc.? No Yes
2. Were you discharged prior to the end of your obligation of service? No \(\subseteq \text{Yes} \subseteq \)
3. Were you ever charged with Unauthorized Absence (Article 86)? No Yes
4. Were you ever AWOL? No Yes Yes
5. Where you ever charged with an Article 134? No Yes
6. Have you ever been rejected for military service? No Yes
7. Were you ever counseled for alcohol abuse? No Yes
8. Were you ever counseled for substance abuse? No Yes

CRIMINAL OFFENSES

Have you <u>EVER</u> had <u>ANY</u> involvement with the police, an investigator, detective, or attorney; had to retain an attorney or had one provided for you; been detained, arrested, or held against your will by a/any law enforcement agency; questioned, and/or considered a Person of Interest, Subject, or Suspect in <u>ANY</u> ongoing or completed investigation IN ANY STATE, including, but not limited to routine traffic offenses, DUI/DWI/OWI/OUI, Failure(s) to Appear, or any offense(s) of any kind, whether DISMISSED, EXPUNGED, SEALED, or otherwise disposed?

Yes Please provide details in the space below (Moving Violations are listed on Page 14)

A separate Certificate of Disposition (official court document) for each incident must be submitted for EACH incident/event listed

Complete a <u>separate statement for each offense/admission</u> (Page 21)

1. Offense/Admission Arrest Agency		Month/Year)
Check one: Misdemeanor C Misdemeanor B	Misdemeanor A Felony	
Check one: Dismissed Deferred Adjudication		Admission
2. Offense/Admission Arrest Agency		(Month/Year)
Check one: Misdemeanor C Misdemeanor B	Misdemeanor A Felony	
Check one: Dismissed Deferred Adjudication	Expunged Paid	Admission
3. Offense/Admission Arrest Agency		Month/Year)
Check one: Misdemeanor C Misdemeanor B	Misdemeanor A Felony	
Check one: Dismissed Deferred Adjudication	Expunged Paid	Admission
4. Offense/Admission	Date of Offense/Admission	1 /
Arrest Agency		
Check one: Misdemeanor C Misdemeanor B	☐ Misdemeanor A ☐ Felony	
Check one: Dismissed Deferred Adjudication	Expunged Paid	Admission

DRIVING RECORD

1. D.L.	. Number	State	Ехр	
	b. Class Type	P Typead a driver's license other		
	State:	ne state and note the statu S S	Status: Expired 🔲	Active
2. Has		een suspended, invalid or applicant statement – Pag		Yes
		MOVING VIO	LATIONS	
		IONS occurring during the moving violation, Failure(Please provide a disposition rants issued.
List all you we needed	traffic accidents in vere cited. If you had d.	were issued on a single trawhich you have been involution more than three (3) moveyou have not received any m	lved during the <u>past</u> ing violations, pleas	: 36 months during which se print page 14 as
1. Viola	ation		Date of V	fiolation /
Police A	Agency all that apply:			, , ,
CHECK	<u> </u>	Deferred Adjudication	Defensive Drivin	ng 🗌 Paid
2. Viola				iolation/
	all that apply:			
		☐ Deferred Adjudication	Defensive Driving	g Paid
	Dismissed			
3. Viola	ation			Violation /
Police A	ation			Violation /

THEFTS

1. As an Adult, have you stolen any cash, merchandise, property and/or items (includes theft of

Note: An adult is anyone who is seventeen (17) years of age or older as defined by the Texas Penal Code.

service)?				
No Yes	s 🗌			
Please list each tl	neft below and	complete a separate sta	tement for each admis	sion (see page 21)
Item	Quantity	Date (month/year)	Value (\$) <u>required</u>	From Whom
		/		
		/		
		/		
		/		
		/		
		/		
		PENDING COURT AC	TIVITY	
-		civil, criminal, traffic or a or any type of probationar		
No 🗌	Yes 🗌			
Note: All pen	ding court activ	vity must be resolved by	the HFD Compliance Da	ate.
a. Court	activity (choose	e one): Civil 🗌 Crim	ninal Traffic	
b. Date o	f charge/violat	ion: / (Month/Year)		
c. Court	date:/ (Month/Year)			
d. Enforc	ement Agency:			_

ILLEGAL DRUG USE/POSSESSION

When filling in the dates of first time used and last time used indicate the <u>month and year</u>. Past usage does not necessarily disqualify you for employment. This list, however, does not constitute a complete list. The HFD reserves the right to add and/or include any substance declared as illegal and/or controlled substance by the Texas Penal Code, the Texas Controlled Substance Act and/or the Texas Health and Safety Chapters 481 and 483.

Do NOT list any drugs prescribed to you by a doctor.

Complete a separate statement for each admission (see page 21)

	FIRST TIME USED Month/Year	LAST TIME USED Month/Year	ON THE JOB USE	TOTAL # OF TIMES USED	CHECK IF NEVER USED
Heroin (Mexican Mud, Heron, Horse or Junk)	/	/	No Yes		
Opium (B "O" or Black Stuff)	/	/	No Yes		
Codeine (Turps or School Boys, Lean, Purple Drank, Syrup or Cough Syrup)	/	/	No Yes		
LSD (Acid, Orange or Yellow Sunshine)	/	/	No Yes		
Morphine (White Tuff or Morf)	/	/	No Yes		
Flakka (gravel or the insanity drug)	/	/	No Yes		
Methadine (Dolls, Dollies or Meth)	/	/	No Yes		
Pethidene (Demerol or Dennies)	/	/	No Yes		
Methamphetamine (Speed, Crystal, Glass or Meth)	/	/	No Yes		
Cocaine (Coke, crack or Snow)	/	/	No Yes		
Pencyclidine (PCP, Fry, Angel Dust or Crystal)	/	/	No Yes		
Desoxyn (Methamphetamine, Copilots or "D'S")	/	/	No Yes		
Methadrine (Methamphetamine, Meth or Crank)	/	/	No Yes		
Percodan (Orycodone or Perkies)	/	/	No Yes		
Rohypnol	/	/	No Yes		
Ketamine Hydrochloride (Green, Special K or Vitamin K)	/	/	No Yes		
Smiles (N-bomb)	/	/	No Yes		
STP, DOM (Dimethoxymethyl, Amphetamine Baby, Hawaiian or Rosewood)	/	/	No Yes		
Mescaline (Cactus)	/	/	No Yes		

	FIRST TIME USED Month/Year	LAST TIME USED Month/Year	ON THE JOB USE	TOTAL # OF TIMES USED	CHECK IF NEVER USED
Psilocybin (Magic Mushroom)	/	/	No Yes		
Morning Glory Seeds	/	/	No Yes		
Hashish (Kif or Herb Sale)	/	/	No Yes		
Hash Oil (Honey or Red Oil)	/	/	No Yes		
THC (Tetrahydrocannabinol or Tee)	/	/	No Yes		
Peyote (Buttons)	/	/	No Yes		
MDA (Ecstasy, Love drug or peace pill)	/	/	No Yes		
Spice (K2, White Tiger, Dank)	/	/	No Yes		
Any Synthetic Drug	/	/	No Yes		
Benzedrine (Sodium Butabrital or Bennies)	/	/	No Yes 🗌		
Bephetamine (Black Mollies or Black Beauties)	/	/	No Yes		
Dexedrine (Dextroamphetamine, Dex or Speed)	/	/	No Yes		
Preludin	/	/	No Yes		
Adderall, Ritalin (Methylphedate or Upper)	/	/	No Yes		
Dextroamphetaminis (Dexies)	/	/	No Yes		
Darvon (Propoxyphene)	/	/	No Yes		
Talwin (Pentazocine or T's)	/	/	No Yes		
Dalmane (Flurazepam, Trans or Down, Dalmana)	/	/	No Yes		
Equanil-Miltown (Meprobamate)	/	/	No Yes		
Librium (Chlordazepoxide)	/	/	No Yes		
Serax (Oxazepam)	/	/	No Yes		
Phenobarbital (Pennies, or Purple Hearts)	/_		No Yes		
Valium (Diazepam), Xanax, Xanax XR, Niraavam (alprazolam)	/	/	No Yes		
Mellaril (Thioridazine)	/	/	No Yes		
Thorazine (Chlorpromazien)	/	/	No Yes		
Amytal (Blues, Downers or Blue Haven)	/	/	No Yes		

	FIRST TIME USED Month/Year	LAST TIME USED Month/Year	ON THE JOB USE	TOTAL # OF TIMES USED	CHECK IF NEVER USED
Nembutal (Yellow or Yellow Jackets)	/	/	No Yes		
Seconal (Reds, F-40'S or Red Devils)	/	/	No Yes		
Tuinal (Rainbow, Tuies, Trees or Xmas Trees)	/	/	No Yes		
Doriden ("D")	/	/	No Yes		
Vicodin (Hydrocodone)	/	/	No Yes		
Placidyl Dragon (Dyls, Jelly Red or Green)	/	/	No Yes		
Quaalude (Sopor Parest, Rogers,		/	No Yes		
Quals or Ludes 714's) Mandrex (Mandy's M's, M&M or	/	/			
Beans)	/	/	No Yes		
Anabolic Steroids	/	/	No Yes		
Noludar (Downers)	/	/	No Yes		
Marijuana (Weed)	/	/	No Yes		
Any other illegal drug not listed?	/	/	No Yes		
Do NOT list any drugs preso	ribed to you by a do	ctor.			
Complete a separate staten	nent for each admiss	sion (see page 21)			
 Have you ever used or b substances and/or inhal 		any illegal drugs, s	ynthetic drugs, co	ontrolled	
substances and/or initial	aiits:				
No Yes					
2. Have you ever used pres	scription drugs not pr	escribed to your n	ame?		
No Yes					
Have you ever sold, mar including prescription dr		d or grown any illeg	gal or controlled s	substances,	
No Yes					
4. Have you ever collected	anything of value for	r providing someor	ne with an illegal	drug?	

Note: An adult is anyone who is seventeen (17) years of age or older as defined by the Texas Penal Code.

UNLAWFUL SEXUAL ACTS

Notice in this section:

A Child is anyone younger than seventeen (17) years of age who is not the spouse.

Complete a separate statement for	or each admission (see page 21)
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1.	As an Adult, have you engaged in indecent exposure?
	No Yes
2.	As an Adult, have you engaged in lewd conduct?
	No Yes
3.	force or threat of injury; administered or provided rohypnol or ketamine; the victim was younger than 14 years of age or was an elderly or a disabled individual?
	No Yes
4.	Have you ever engaged in incest? Incest is an act of sexual conduct with an ancestor or descendant by blood or adoption.
	No Yes
5.	Have you ever engaged in any sexual activity with a child , such as touching or fondling?
	No Yes
6.	Have you ever engaged in indecent acts with a child ?
	No Yes
7.	Are you now, or have you ever been required to register as a Sex Offender?
	No Yes
	FAMILY STATUS
1.	What is your present marital status? Single Married
2.	Are you required by law to pay Child Support? Not Applicable No Yes
3.	Are you current on your payments? If No, complete a statement – Page 21 Not Applicable No Yes

CHECK LIST

Have you provided the following?

- Official Transcript (sealed) for each and every College and/or University ever attended
- W-2 or Tax Form 1040 for periods of self-employment (if applicable)
- Most recent pay stub from present employer(s) that should not be contacted

EACH STEP IN THE HIRING PROCESS IS PART OF YOUR INTERVIEW. PROFESSIONAL OR BUSINESS CASUAL ATTIRE IS THE ONLY ACCEPTABLE WAY TO DRESS. CONSERVATIVE ATHLETIC GEAR IS AUTHORIZED TO BE WORN AT THE PHYSICAL ABILITY TEST.

I SWEAR OR AFFIRM THE ANSWERS I HAVE PROVIDED TO EACH OF THE ABOVE QUESTIONS ARE COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I AM ADVISED THAT ANY FALSE STATEMENT OR INFORMATION INTENTIONALLY OMITTED IN THIS QUESTIONNAIRE, <u>OR ANY RECRUITING DOCUMENTATION</u>, WHETHER DISCOVERED PRIOR TO OR AFTER HIRE, WILL BE JUST CAUSE AND GROUNDS FOR IMMEDIATE REJECTION OF YOUR APPLICATION, OR TERMINATION, AND/OR INDEFINITE SUSPENSION.

SIGNATURE OF APPLICANT	DATE
INTERVIEWER SIGNATURE	

Keep this page for your records

Examples of Acceptable Business Attire for Orientation and Interview

Do wear:







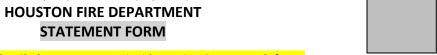


Do NOT wear:

- Don't wear denim, baggy sports tops or hoodies
- Don't wear a hat or hoodie that covers your face
- Don't wear leggings instead of pants, leather or denim
- Don't wear anything too revealing such as low-cut tops or short skirts
- Keep makeup to a minimum
- No backpacks or large handbags

Keep this page for your records

Print as many copies of this page as you need



Please provide a <u>detailed</u> statement per incident. Sign & Date each form.

Theft	☐ Illegal drug use/possession	☐ Unlawful Sexual Acts
oate of Incident:/ (Month/Year) rem:	Last Used:/ (Month/Year) Name of Drug:	Date of Incident:/(Month/Year)
Criminal Activity	☐ Employment (includes military)	□ Other
rate of Incident:/ (Month/Year) offense/Admission:	Date of Incident:/ (Month/Year) Name of Employer:	Date of Incident:/
	who was involved, what happened and where	_
re you doing to avoid the same si	tuation again? (Lesson learned)	
are you doing to avoid the same si	tuation again? (Lesson learned)	
are you doing to avoid the same si	tuation again? (Lesson learned)	
are you doing to avoid the same si	tuation again? (Lesson learned)	
are you doing to avoid the same si	tuation again? (Lesson learned)	
are you doing to avoid the same si	tuation again? (Lesson learned)	
	tuation again? (Lesson learned)	Date:
ant Signature:		
ant Signature:Office Use Only: Start Date:	End Date:/	
nt Signature:	End Date:/	